

REPORT

DATE: February 1, 2007

TO: Administration Committee

FROM: Mark Pisano, Executive Director, 213-236-1808
pisano@scag.ca.gov

SUBJECT: Structure of Meeting Day

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve Alternative #3 listed below, and direct staff to proceed with facilitating the permanent change of having the Executive Committee and Administration Committee meet on a different day during the month than that of the Regional Council and the Policy Committees. In addition, staff recommends more use of special meetings and "meetings of the whole" when warranted.

BACKGROUND:

During the January Regional Council meeting a report was given at the request of CEHD Chair Paul Bowlen and CEHD Vice Chair Jon Edney outlining alternative structures of the meeting day so as to enhance the efficiency and effectiveness for members of the Regional Council, Executive Committee, Administration Committee and the three Policy Committees (TCC, CEHD, and EEC). The following alternatives and issues were raised during the course of the discussion last month:

1. To maintain the existing structure whereby the Regional Council, the Executive Committee, the Administration Committee and the Policy Committees all meet on the same day, in accordance with the current By-Laws;
2. To return to the previous meeting structure whereby the Regional Council meets on a different day during the month than the Executive Committee, Administration Committee and the Policy Committees;
3. To have the Executive Committee and the Administration Committee meet on a different day during the month from that of the Regional Council and the Policy Committees;
4. To combine the Executive Committee and the Administration Committee into a single committee;
5. To schedule Special Meetings whenever agenda items may lead to considerable discussion by the Regional Council, Executive Committee, Administration Committee and/or Policy Committees;

REPORT

6. To conduct "Meetings of the Whole" whereby meetings of the Regional Council, Executive Committee, Administration Committee and/or Policy Committees would be structured in a workshop format with no action items but would allow thorough discussion of agenda items;
7. To have the Regional Council and Policy Committees meet on alternating months;
8. To provide more flexibility in agenda notices regarding the start of meeting times (for example, an agenda may read "The Regional Council meeting to start no later than 12:15 p.m. or immediately following the conclusion of the Policy Committee meetings"); and
9. To allow more participation by videoconference. The Brown Act authorizes the conduct of meetings of legislative bodies by videoconference under specified circumstances. Videoconference has generally only been provided for the TCC meetings. As a practical matter, videoconferencing of the meetings of the other committees may also be done provided the meetings occur at different times. The By-Laws do not address participation by videoconference; however, the current Stipend Policy provides that participation of Policy Committee and Regional Council meetings by videoconference is prohibited. This requires Regional Council members be physically present at the location designated for the Regional Council meeting in order to participate in the meeting.

The Administration Committee directed that this item be brought back this month for further discussion. Attached to this report is a matrix outlining the positives and negatives of each of the alternatives listed above. Staff recommends as a permanent change to the structure of the current meeting day, that the Administration Committee approve Alternative #3, and direct staff to proceed with the necessary actions to facilitate having the Executive Committee and Administration Committee meet on a different day during the month than that of the Regional Council and the Policy Committees. This would allow the Policy Committees to start their meetings earlier, and therefore, have more time to discuss their agenda items. Staff believes that this alternative would result in more effective use of time for respective members. In addition, staff recommends that the Special Meeting or Meeting of the Whole alternatives be used when warranted, such as for items which require in-depth discussion or for study sessions or workshops relating to specific issues of interest to all members.

FISCAL IMPACT:

The fiscal impact of approving staff's recommendation is nominal.

Reviewed by:

Division Manager

Reviewed by:

Karen Jackk

Department Director

Reviewed by:

W. M.

Chief Financial Officer



Options for Structure of RC and Policy Meeting Day

Options	Description	Pros	Cons	Other Factors to Consider
Option #1	Maintain Existing Structure	<ul style="list-style-type: none"> Minimizes trips to SCAG since business is conducted in one day Efficient use of staff support resources Streamlined agenda process 	<ul style="list-style-type: none"> Frequent inadequate time to discuss/ consider important items in allotted time 	
Option #2	Return to previous structure where RC and Policy Committee Meetings are held on two different days of the month	<ul style="list-style-type: none"> Allows increased duration of all Policy Committees thereby allowing more time to discuss/ consider important issues If RC and Policy meetings are separated by enough time in the same month, staff reports could be considered and approved in the same month rather than be held over to the following month 	<ul style="list-style-type: none"> Two meeting days results in increased trips to SCAG Potential increase of staff time to administer two meeting days 	<ul style="list-style-type: none"> By-laws amendment required; currently By-laws mandate that RC & Policy Committee meetings be held on same day Policy Meetings to be held: <ul style="list-style-type: none"> Simultaneously Staggered
Option #3	Executive & Administration Committees meet on a different day of the month than RC and Other Policy Committees	<ul style="list-style-type: none"> Affects fewer RC Members Allows increased duration of all Policy Committees thereby allowing more time to discuss/ consider important issues Executive & Administrative Committee members may videoconference or call in from remote locations 	<ul style="list-style-type: none"> Two meeting days results in increased trips to SCAG for Executive and Administrative committee members only Potential increase of staff time to administer two meeting days 	<ul style="list-style-type: none"> By-laws amendment required; currently By-laws mandate that RC, Executive Committee and Administration Committee meetings be held on same day Agenda posting @ remote meeting location Roll call vote @ remote meeting location Requires change to current Stipend Policy as current Stipend Policy notes that elected officials cannot attend policy committee or Regional Council meetings by videoconference.

Options for Structure of RC and Policy Meeting Day

Options	Description	Pros	Cons	Other Factors to Consider
Option #4	Combine Executive Committee and Administration Committee into a single committee	<ul style="list-style-type: none"> Affects fewer RC Members Fewer meetings 	<ul style="list-style-type: none"> Committees currently have different purposes and areas of purview Quorum issues related to larger size of combined committee 	<ul style="list-style-type: none"> By-laws amendment required; Current By-laws provide for two separate committees Need to determine if combined meeting will occur on same day as Regional Council or other designated day of the month
Option #5	Schedule ‘Special’ Meetings for RC, Executive, Administration or Policy Committees relating to agenda items requiring special focus	<ul style="list-style-type: none"> Allow greater time for discussion of key or important issues Facilitate crowd control for “hot” issues, i.e. RHNA, RTP, RCP, etc. 	<ul style="list-style-type: none"> Increased trips to SCAG for Special Meetings Uncertainty of schedule for RC Members 	<ul style="list-style-type: none"> Formal action may be taken 24-hour advance notice of Special Meeting
Option #6	Conduct ‘Meetings of the Whole’ for RC, Executive, Administration and Policy Committees structured in a workshop format to allow thorough discussion of focus issue	<ul style="list-style-type: none"> Joint Workshops/Study Sessions for focus issues of importance or of regional significance 	<ul style="list-style-type: none"> Increased trips to SCAG for Joint Workshops/Study Sessions 	<ul style="list-style-type: none"> No formal action may be taken
Option #7	Regional Council & Policy Committees meet alternating months	<ul style="list-style-type: none"> Allows increased duration of all Policy Committees thereby allowing more time to discuss/ consider important issues Less trips to SCAG for meetings 	<ul style="list-style-type: none"> Timeliness of issues is a major drawback 	<ul style="list-style-type: none"> By-laws amendment required; currently By-laws mandate that RC & Policy Committee meetings be held on same day
Option #8	Allow more flexibility in agenda notices regarding start of meeting times	<ul style="list-style-type: none"> More effective use of time - less time wasted in between meetings 	<ul style="list-style-type: none"> Unpredictability of start of meetings Would require members to be present earlier than noticed meeting time 	<ul style="list-style-type: none"> This option would probably only work for the RC meeting only—especially if all the Policy Committees end early

Options for Structure of RC and Policy Meeting Day				
Options	Description	Pros	Cons	Other Factors to Consider
Option #9	Allow more participation by videoconference	<ul style="list-style-type: none"> • Eliminates travel to SCAG Offices • Potential Increased Participation 	<ul style="list-style-type: none"> • Potential increase of staff time to administer remote meeting participation 	<ul style="list-style-type: none"> • Current By-laws do not address meeting participation by videoconference • Requires change to current Stipend Policy as current Stipend Policy notes that elected officials cannot attend policy committee or Regional Council meetings via videoconference • Agenda posting @ remote meeting location • Roll call vote @ remote meeting location